



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

Ngesekes Road, Ngerbeched
P.O. Box 679 Koror, Palau, PW 96940
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E-mail: administration@ropssa.pw Website: www.ropssa.pw

JOB VACANCY ANNOUNCEMENT

Job Title : **HCF Service Driver (Station: Manila, Philippines)**
Opening Date : September 18, 2024
Deadline : UNTIL FILLED
Starting Salary: \$7,000 Per Annum and/or depending on qualifications and experiences
Housing : Provided
Grade : Base Grade 1 to 2 to be under contract
Report To : HCF Utilization Reviewer
Summary : The principal duties and responsibility of this position is to ensure patients and family escorts are transported safely to and from their appointments, perform inspection of the Palau Government Vehicles and report issues to the HCF Senior Utilization Reviewer or designated Palau Government official stationed in Manila. Assist wheelchair patients when drop off or pick up from appointments. Ensures that the Palau Government Vehicles are in accordance with the Philippines Land Transportation traffic code. Ensure vehicle maintenance and cleanliness at all times. Provide a timely and punctual transportation service to medical referral patients housed in the Manila Palau Housing.

Essential Duties & Responsibilities: Detail is available upon request

Qualifications and Requirements:

To provide the transportation of Palau medical referral patients and escorts to and from airport, medical appointments, and the Palau House in a safe, secure and professional manner. Applicant must possess a valid driver's license from the Philippines Land Transportation Office, pass a pre-employment drug and alcohol screening and possess a clean driving record. Applicant must be physically fit and able to climb up and down stairs to safely secure patient for transport; lift up to 50lbs and able to transport wheelchair patients. Must be willing to work flexible hours.

Education & Experience:

Must be a high school graduate, GED or equivalent required with at least eight (5) years of driving experience in Metro Manila Philippines. Must be able to read and write the English language.

Applicants must include a Resume, Certificates and Identification/Licenses.

Applications are to be addressed to: **HCF Service Driver (Philippines)**

Attn: Mr. Clinton O. Ngemaes, Administrator
Social Security Administration
P. O. Box 679, Koror, Palau PW 96940

You may contact us via email to administration@ropssa.pw.

Approved By:

Clinton O. Ngemaes, Administrator

JOB TITLE: HCF Service Driver (Philippines)

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties may be assigned:

- Responsible in transporting medical referral patient and escort to and from medical appointments utilizing Palau Government vehicle in a safe and professional manner.
- Assist patient and escort as needed to safely complete transfer to and from appointment and pick up and drop off at the airport (if necessary).
- Complete daily vehicle pre-trip and post-trip inspection and maintain vehicle cleanliness.
- Perform inspection of the Palau Government vehicles on a regular basis to ensure transportation safety and vehicle documents are in accordance with the Philippines Land Transportation Office.
- Responsible for the daily vehicle log sheet and report vehicle maintenance issues to HCF Utilization Reviewer or assigned Palau Government official in Manila.
- Perform other duties as tasked by the HCF Senior Utilization Reviewer and/or HCF Administrator.